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Security Information

OFFICE OF COLLECTION AND DISSEMINATION

Mission

The Office of Collection and Dissemination provides a central service for the coordination of foreign intelligence collection requirements of CIA with those of other government intelligence agencies. OCD determines, in collaboration with other agencies concerned, the government collection facilities which are best able to satisfy specific requirements, and then assigns the collection responsibility. OCD receives intelligence information and materials from all possible sources, determines the appropriate dissemination on the basis of standing requirements or special requests from CIA and other IAC agencies, and performs the necessary distribution. OCD maintains an intelligence library and other reference facilities to serve all offices of the Agency and other government agencies to the extent possible.

Organization

The organizational structure of OCD consists of seven Divisions, an Operations Staff, and an Administrative Staff as follows:

Liaison Division

Collects intelligence information for CIA and other IAC agencies through direct contact with all U. S. government agencies in Washington. Other sources in the U. S. and abroad are exploited through collection directives to appropriate CIA offices and IAC agencies. The Liaison Division has the responsibility for distributing within CIA all incoming documents and intelligence materials. It makes selective dissemination of CIA material (on the basis of standing requirements, special requests or general knowledge of customer needs) to other IAC agencies. It assists CIA personnel in establishing approved contacts with officials of other government agencies for consultation on intelligence problems.

Library Division

Provides a central reference library of books, directories, encyclopedias, gazetteers, current newspapers, periodicals, and other publications of intelligence interest. The library also contains a collection of intelligence documents received or produced by CIA. It maintains a machine index known as the Intellofax File, consisting of punched cards carrying the necessary identification, subject and area references for each document and a brief abstract or summary of information contained therein. This Division has facsimile

SECRET
Security Information

-2-

machines for reproducing on a continuous paper ribbon all Intellofax File cards on a given subject or area. These machines will also transmit a reproduction of such paper strips to receivers installed in other offices of CIA.

Biographic Register Division

Under authority of NSCID #8, CIA has primary responsibility for biographic data on foreign scientists, technologists and organizations with which they are associated. Biographic Register Division maintains dossiers on such individuals and organizations. It also files biographic data on other foreign personalities of intelligence interest. BRD operates a machine index to this material as well as to that filed in the Biographic Division of the Department of State.

Industrial Register Division

Maintains the Industrial Card File containing information on foreign industrial operations and resources as extracted from documents. The information includes individual plants, laboratories and commercial installations; also ports, transportation, communications, storage and other service facilities. A machine index enables all cards on a given facility to be extracted for reference or reproduction.

Graphics Register Division

Maintains a collection of photographs and motion picture films covering subjects of intelligence interest in foreign countries; also a machine index to this material and to similar collections held elsewhere that are available on loan.

Machine Records Division

Performs the machine operations required for the Library and Graphics Register Divisions and for special projects such as the compilation of a world-wide gazetteer of place names and physical features. (The Biographic and Industrial Register Divisions operate their own machines.) The MRD also investigates, develops and adapts machine processes for identifying, collating, reproducing and transmitting intelligence data.

Special Register Division

This Division is engaged in special work which will not be discussed here.

~~SECRET~~
Security Information

-3-

Operations Staff

This is a small unit which undertakes the training of OOD personnel in specialized activities peculiar to the Office.

Administrative Staff

The CIA Mail and Courier Section of this Staff receives, distributes and dispatches all official CIA mail, both domestic and foreign. It provides inter-office messenger service and courier service to other governmental agencies in the Washington area.

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